

ORLAND CEMETERY DISTRICT

Board of Trustees "Special Meeting" Minutes

July 16, 2024

I.O.O.F Cemetery

District Office / 3900 County Road "P" Orland, California 95963

The meeting was called to order at 9:06 a.m. by Chair Rick Beale followed by the Pledge of Allegiance.

Members Roll Call: Members present, Chair Rick Beale, Trustee Kevin Donnelley, Trustee Dottie Tefelski, Manager Steve Thomas, and Office Manager Staci Buttermore. There were no members of the public present.

CONSENT CALENDAR:

A. Approval of the July 9, 2024, Board Meeting Minutes:

Trustee Dottie Tefelski made a motion to approve the July 9, 2024, Board Meeting Minutes as presented, Trustee Kevin Donnelley seconded the motion. A vote was 3-0 in favor, the motion **PASSED unanimously**.

CLOSE SESSION:

Chair Rick Beale adjourned the regular meeting at 9:14 a.m. and the Trustees entered into the close session.

A. Employee action (Employee Evaluations – District Manager & Office Manager).

RETURN TO OPEN SESSION:

A. Employee action resolution.

The Board of Trustees reconvened to open session at 11:10 a.m. after completing the closed session regarding employee evaluations. The Trustees reported that during the closed session, that only the Office Manager submitted her job description as previously requested.

Additionally, the District Manager presented his resignation from his current position. The Trustee's asked if he would remain with the District. An agreement was reached, and he will be reclassified as a Groundskeeper with a starting pay of \$23.50 per hour. The Office Manager will be promoted to interim District Manager with a starting pay of \$33.00 per hour. The interim District Manager will be placed on a six-month probation period with a review to be completed at 90-days and at six-months. These changes will take effect on July 22, 2024. No further action was taken.

Staff was directed to schedule a "Special Meeting" for Tuesday, July 22, 2024. No further action was taken.

TRUSTEE DISCUSSION AND COMMENTS:

There were no Trustee comments.

STAFF REPORTS:

There were no staff comments.

ADJOURNMENT:

Chair Rick Beale adjourned the meeting at 12:30 p.m.

Respectfully submitted by: 
Staci K. Buttermore, Board Secretary

Approved: July 22, 2024